

Checklist for Change of Managing Officer

Investigator _____

DBA name and address _____

If the business is owned by a sole owner (not a corporation, LLC, or partnership)
only the owner is eligible to be the Managing Officer

The following will be completed by the Investigator working on your case:

_____ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? _____. If yes, you must submit the conditional license and this case to the manager for review.

_____ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.

_____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

All of the following information must be submitted by the applicant

Have Need

_____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division**
(https://drive.google.com/file/d/1_VXHMNcDKhbLgScTvKuN7UIVhzCfwb3x/view/)

Have Need

_____ _____ \$35 Application fee - check made out to the City Treasurer

Have Need

_____ _____ A \$29 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the managing officer and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation – **Section 10-162(b)** – **only if applicable**

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Division Form**
<https://drive.google.com/file/d/1nqSv6kwNboiOOulWnl6yWkEYXsnaY1oC/view>

Have Need

_____ _____ Letter of resignation from the outgoing Managing Officer **or** Corporate minutes reflecting the termination of the outgoing Managing Officer

Have Need

_____ _____ Managing officer appointment form completed (managing officer must reside in Missouri) – **form provided by Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

_____ _____ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

Have Need

_____ _____ A copy of the managing officer's Missouri driver's license – **Missouri resident and U.S. citizen**

Have Need

_____ _____ A ***schedule P form*** must be filled out for the managing officer and anyone who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character **(Section 10-181 & 10-185)**
([http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /](http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/))

Have Need

_____ _____ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

Have Need

_____ _____ Stock purchase agreement – **only if applicable**

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

_____ _____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 473-8888 – **contingency item**